



## THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807  
908/725-6300 / FAX # 908/725-3365

### **JOB POSTING**

**Title of Position:** Criminal Investigation Clerk B

**Reports To:** Administration Lieutenant

### **Responsibilities and Duties**

1. Knowledge of Police Budget and Purchasing Procedures
2. Knowledge of QED Computer Aided Dispatch and Records Management Systems
3. Knowledge of NCIC and CJIS
4. Knowledge of Microsoft Word, Excel and Powerpoint
5. Works with the Accreditation Manager to complete assigned tasks for the accreditation process.
6. Perform other duties as assigned by Lieutenant, Captain or Chief of Police.
7. Knowledge of methods of operating the communications systems, radios, computers, alarms, and telephones, radio and telecommunications procedures.
8. Knowledge of communications radios, paging, fire and EMS consoles
9. All policies and procedures for dispatching Police, Fire and EMS Units.

**Union:** BMEA

**Grade:** B

**Salary:** \$27,884.41 - \$46,700.93

**Work Hours:** Full Time - Afternoon Shift (hours to be determined)

It interested, please fill out an application available on our website at [www.bridgewaternj.gov](http://www.bridgewaternj.gov), under "Employment Opportunities" with a resume and email to: [www.personnel@bridgewaternj.gov](mailto:www.personnel@bridgewaternj.gov).

Posting Date: 9/15/2015

Closing Date: 9/24/2015

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